

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> Senior Administrator, Environmental Projects		<b>Date:</b> 06/16/06
<b>Position Level:</b> 11	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b>

### GENERAL DESCRIPTION

The primary function of this position is to provide high level professional environmental service to the County; provides primary assistance to the Comprehensive Planning Manager in managing the day to day activities of the Environmental Resources Section; provides primary review and oversight of on-going projects and staff reports. Conducts long-range environmental study under the direction of the Planning Director and Comprehensive Planning Manager.

### KEY RESPONSIBILITIES

1. \*Prepare and oversee preparations of amendments to the Land Development Regulations, 2010 Comprehensive Plan, FLUM and Zoning Maps.
2. \*Provide leadership and training for entry-level staff in the Monroe County LDRs, Master Plans and Comprehensive Plan.
3. \*Prepare and supervise preparation of technical policy reports and studies.
4. \*Prepare and maintain technical planning and GIS data-bases.
5. \*Analyze environmental proposals spatially, using the GIS.
6. Represent County at public hearings and meetings.
7. Preside over pre-application conferences related to Land Use Changes and Comprehensive Plan amendments.
8. Present analysis and recommend action on development proposals to decision making bodies at public hearings and compose final resolution and development orders.
9. \*Provides leadership for environmental staff and community in preparing the LCP & HCP Plans.
10. \*Provide project management of consultant studies including RFQ preparation, consultant selection, contract negotiation and project over-site.
11. Respond to inquiries and coordinate with the public, state, and federal agencies on long-range Monroe County environmental issues.
12. Secondary supervision of Environmental Resources Staff
13. QA/QC of environmental data and management of multiple environmental datasets.
14. Management and tracking of environmental planning tools
15. Participate in pre-application conferences and evaluate major development proposals for environmental compliance with County codes, procedures, and policies.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required in Environmental Science or in a closely related field.
<i>Experience:</i>	3 to 5 years, with a least 2 years of local planning experience.
<i>Impact of Actions:</i>	Makes decision and final recommendation, which routinely effect the activities of an entire division. Position duties may include responsibility for developing strategic environmental plans.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgement is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires some physical exertion and/or physical strain. Work environment involves outdoor as well as indoor work.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Master's Degree in an environmental field preferred.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Aref Joulani</u>	Signature: <u>[Signature]</u>	Date: <u>7/12/06</u>
<i>Division Director:</i>		
Name: <u>Ty Symroski</u>	Signature: <u>[Signature]</u>	Date: <u>7/17/06</u>
<i>County Administrator:</i>		
Name: <u>Thomas J. Willet</u>	Signature: <u>[Signature]</u>	Date: <u>7/24/06</u>

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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_